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DD/R # 794-63

23 MAY 1963

ADM-4

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MEMORANDUM FOR:

Chief, Support Division, OSA

SUBJECT : Domestic "Annual Books" Renewals for
Fiscal Year 1964

1. I am enclosing two copies of the "Annual Books" machine listing. Please furnish the following information on the original copy and return no later than 29 May 1963:

(a) Beside each title, indicate "RENEW" or "CANCEL", as appropriate.

(b) Any changes in office designations or addresses.

(c) Certification of availability of cost limitation.

2. For new titles or increases in the number of copies received, attach Form 1395 and add the phrase "add to annuals list" in the Remarks section.

SIGNED

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Assistant for Administration
Deputy Director (Research)

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